

CORRECTED COPY

DEPARTMENT OF THE ARMY  
ARMY CONTRACTING AGENCY, SOUTHERN REGION  
FORT GORDON DIRECTORATE OF CONTRACTING  
419 B STREET, BUILDING 29718 3RD FLOOR  
FT GORDON GA 30905-5719



REPLY TO  
ATTENTION OF:

SFCA-SR-GO

30 Mar 04

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 04 Cut-Off Dates for Submission of Purchase Requests to the Fort Gordon Directorate of Contracting (DOC)

1. Addressees are urged to submit purchase requests as soon as possible throughout the fiscal year to ensure that acquisition needs are met. Procurement lead time is affected by various factors, such as the Federal Acquisition Regulation (FAR) requirement to post pre-solicitation notices for all open market acquisitions over \$25K on the *FedBizOpps* web page; Department of Defense requirement for Central Contractor Registration of a successful offeror prior to award; requirements related to determining commercial product comparability (i.e., price, quality, delivery) of UNICOR products (e.g., furniture) and issuing competitive solicitations with specifications and evaluation factors when UNICOR products are not comparable; and new statutory requirements for all holders of multiple award schedule (MAS) contracts to have a fair opportunity to compete for task orders for services over \$100K.

2. FY 04-funded purchase requests for supplies, equipment, and services must be received at DOC by the following dates to ensure that award is made by 30 September 2004:

Open Market Acquisitions Greater Than \$100K*	10 Jun 04
Task Orders For Services Greater Than \$100K* Under MAS**	16 Aug 04
Open Market Acquisitions Greater \$25K But Less Than/Equal To \$100K*	16 Aug 04
Open Market Acquisitions Less Than or Equal To \$25K*	25 Aug 04
Delivery Orders and Other Task Orders Under Existing Contracts**	25 Aug 04

\*Including the value of any option items.

\*\*Including DOC-awarded contracts, General Services Administration Federal Schedule Contracts, and Army Small Computer Program contracts and other government-wide acquisition contracts for information technology.

3. If the cut-off date for an acquisition is approaching and funds are not yet available, addresses should consult with your resource manager and the DOC POC identified in paragraph 7. to determine if the acquisition is suitable for either (a) pre-coordinated, post cut-off acceptance or (b) solicitation as a "Subject to Availability of Funds (SAF)"

SFCA-SR-GO

SUBJECT: FY 04 Cut-Off Dates for Submission of Purchase Requests to the Fort Gordon Directorate of Contracting (DOC)

acquisition with a high probability that the requirement will not be canceled. Purchase request for an SAF acquisition must contain the following statement signed by the resource manager: "This requirement is included or provided for in the financial plan for FY 04. The accounting classification will be \_\_\_\_\_. This statement is not a commitment of funds."

4. Purchase requests for FY 05 funded services (renewals and new acquisitions) must be submitted by 1 July 2004. Notify DOC by this date if you do not intend to continue contracting for a service. Purchase requests citing FY 05 funds submitted before 1 October 2004 must contain the following statement signed by the resource manager: "This requirement is included or provided for in the financial plan for FY 05. This statement is not a commitment of funds." If DoD is operating under an FY 05 Continuing Resolution Authority, the resource manager will provide certification statement of the amount of funding that is available for performance NLT 4 October 2004.

5. Addressees are also advised that submission of a Military Interdepartmental Purchase Request to a non-Army agency may be a contract offload or an Economy Act (31 U.S.C. 1535) order subject to the determination and findings requirements of FAR Subpart 17.5 (see <http://www.arnet.gov/far/loadmainre.html>). Subpart 217.5 of the Department of Defense Federal Acquisition Regulation Supplement ([http://www.acq.osd.mil/dp/dars/dfars/html/r20030430/217\\_5.htm](http://www.acq.osd.mil/dp/dars/dfars/html/r20030430/217_5.htm)) and Army policy memoranda which are posted on the web at <http://dasapp.saalt.army.mil/library/policy/MIPR.pdf> and <http://dasapp.saalt.army.mil/library/policy/MIPR2.pdf> provide additional guidance.

6. The DOC will do everything possible to work with its customers to satisfy requirements after the established cutoff dates. However, the DOC has a finite capability to process late requirements. Budgetary constraints may mean that customer-funded overtime is the only method to provide the DOC with additional flexibility to accept requirements after the established dates. High priority acquisitions based on mission exigency must be accompanied by an urgency-of-need justification signed by the commander or director (or his/her designee).

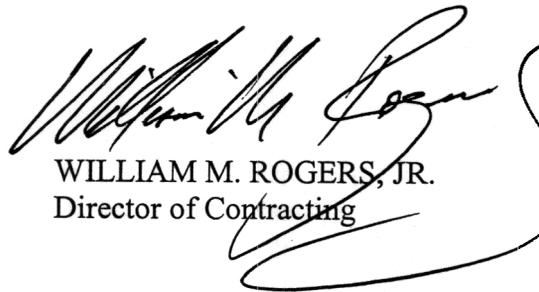
7. POCs for questions regarding specific acquisitions should be addressed to Joyce Walsh, 791-1825, [walshj@gordon.army.mil](mailto:walshj@gordon.army.mil), for supplies, equipment, and non-complex services; Ken Mason, 791-1837, [masonk@gordon.army.mil](mailto:masonk@gordon.army.mil), for complex services; or Barbara Mason, 791-1823, [masonb@gordon.army.mil](mailto:masonb@gordon.army.mil) for construction projects.

CORRECTED COPY

SFCA-SR-GO

SUBJECT: FY 04 Cut-Off Dates for Submission of Purchase Requests to the Fort Gordon Directorate of Contracting (DOC)

8. POC for this memorandum is Jane Hale 791-1800, [halej@gordon.army.mil](mailto:halej@gordon.army.mil).



WILLIAM M. ROGERS, JR.  
Director of Contracting

DISTRIBUTION:

CG  
DCG  
COS  
CSM  
GC  
249<sup>th</sup> GEN HOSP  
CHAPLAIN  
IG  
OSJA  
BATTLE LAB  
TSM-WIN-T  
TSM-SATCOM  
TSM-TACTICAL RADIOS  
NSC-A  
PAO  
OCOS  
PROTOCOL  
DRM  
DCD  
DOT  
CMD HISTORIAN  
THREAT OFFICE  
SIG CTR LNO  
LCIT  
442<sup>ND</sup> SIG BN  
RNCOA  
SCH OF INFO TECHNOLOGY  
RC AFFAIRS

SFCA-SR-~~GO~~

SUBJECT: FY 04 Cut-Off Dates for Submission of Purchase Requests to the Fort Gordon Directorate of Contracting (DOC)

DPW  
DHR  
DPTM  
DPS  
EEO  
SIGNAL MUSEUM  
EOO  
DOC  
IRAC  
DOIM  
DCA  
15<sup>TH</sup> SIG BDE  
369<sup>TH</sup> SIG BN  
447<sup>TH</sup> SIG BN  
551<sup>ST</sup> SIG BN  
OEMTD  
SIGNAL BR SAFETY OFC  
DRCS  
RTS-MED  
CD ENG TRADOC  
AMC/CECOM IEW REG SPT CTR  
USARL-HUMAN RES & ENG  
TMDE SUPT CTR  
93<sup>RD</sup> SIG BDE  
63<sup>RD</sup> SIG BN  
67<sup>TH</sup> SIG BN  
252<sup>ND</sup> SIG CO  
518<sup>TH</sup> TIN CO  
235<sup>TH</sup> SIG CO  
73<sup>RD</sup> ORD BN  
324<sup>TH</sup> SIG BN  
513<sup>TH</sup> MI BDE  
201<sup>ST</sup> MI BN  
202<sup>ND</sup> MI BN  
297<sup>TH</sup> MI BN  
345<sup>TH</sup> MI BN  
116<sup>th</sup> MI GP  
206<sup>th</sup> MI BN

CORRECTED COPY

SFCA-SR-GO

SUBJECT: FY 04 Cut-Off Dates for Submission of Purchase Requests to the Fort Gordon Directorate of Contracting (DOC)

1/349<sup>TH</sup> REGT

B/1-118<sup>TH</sup> IN (M)

AMCLAO

CID

DET 1, 338 TNG SQ (USAF)

SFCA-SR-GO

FG RESIDENT OFC, 902D MI GP

2/347 REGT, 87<sup>TH</sup> DIV (EX) USAR

31<sup>ST</sup> INTEL SQDN (USAF)

CO D, MARINE SPT BN

NAVAL SCTY GP ACTY

3297<sup>TH</sup> USAH (USAR)

NAVY SUP CORPS SCH DET

USMC DET

359<sup>TH</sup> SIG BDE (USAR)

DEF MIL PAY OFC

FG RES AGCY, 3D MIL POLICE

ASC LNO

CECOM LNO

DISA LNO

642D AREA SUPT (USAR)

ARCHITECTURE INTEG PROC CTR (AIPC)

ROTC UNITS

GREENWOOD HIGH SCH JROTC

CHEROKEE HIGH SCH JROTC

EVANS HIGH SCH JROTC

AUGUSTA STATE UNIV ROTC

BARNWELL HIGH SCH JROTC

HEPHZIBAH HIGH SCH JROTC

LUCY LANEY HIGH SCH JROTC

UNIV OF GEORGIA ROTC

RICHMOND ACAD HIGH SCH JROTC

ELBERT CTY HIGH SCH JROTC

HARLEM HIGH SCH JROTC

GEORGIA MILITARY COLLEGE ROTC

GEORGIA MILITARY HIGH SCH JROTC

CLARKE CENTRAL HIGH SCH JROTC

ALLENDALE-FAIRFAX HIGH SCH JROTC

CORRECTED COPY

SFCA-SR-GO

SUBJECT: FY 04 Cut-Off Dates for Submission of Purchase Requests to the Fort Gordon  
Directorate of Contracting (DOC)

CEDAR SHOALS HIGH SCH JROTC

LAKESIDE HIGH SCH JROTC

JACKSON COUNTY HIGH SCHOOL JROTC

HANCOCK CENTRAL HIGH SCHOOL JROTC